



Are you Aware?*for Attorneys*

CM/ECF Awareness and Communications

February 2, 2005

COMPUTER HARDWARE, SOFTWARE AND ACCOUNTS

In order to use the Court's CM/ECF system, you will need the following computer hardware, software, and accounts:

- Personal computer running a standard platform (e.g., Windows 95, 98, 2000, NT, Macintosh)
- Word processing software for creating pleadings (e.g., Corel WordPerfect, Microsoft Word)
- Bankruptcy forms software for preparing petitions (optional but recommended)
- Adobe Acrobat 4.0 (or higher), which includes both the Acrobat Reader for reading documents in portable document format (PDF) and Acrobat PDF Writer/ Distiller for converting documents into portable document format (PDF)
- Internet Service Provider for accessing the Internet, using Netscape Navigator 4.7 (or higher) or Internet Explorer 5.x, and for sending and receiving e-mail
- PACER account with PACER login and password
- Document scanner and optical character reader (OCR) software that converts to portable document format (PDF)

You will also need the following skills:

- Ability to access the Internet and specifically the Court's CM/ECF system
- Ability to perform the following functions using an Internet browser:
 - Use the Forward and Back buttons
 - Set up bookmarks
 - Click on check boxes using a mouse
 - Type in text boxes
 - Download files
 - Print documents
 - Set home page addresses
 - Use hyperlinks
 - Attach a file within a web browser
- Ability to read a document in portable document format (PDF) using Adobe Acrobat Reader
- Ability to convert a word processing document into portable document format (PDF)
- Ability to utilize an Internet e-mail system to send and receive messages from outside of your office
- Ability to attach files to an e-mail message